

THE BUDGET UNITS

THE STATE'S BUDGET EXPERTS

CALIFORNIA
DEPARTMENT OF FINANCE



“The budget process provides an arena in which public priorities on programs and spending can be articulated, debated, and ultimately decided upon by a state’s elected officials. The balancing of executive and legislative priorities makes for lively debate, victories and defeats; ultimatums and compromises; and finally, an approved budget that all parties live by.”

NATIONAL ASSOCIATION of STATE budget officers

OUR MISSION

To promote responsible resource allocation
and ensure fiscal integrity.



OUR CHALLENGE

Assist in developing a balanced budget while
maintaining our reputation for consistently
producing high quality work which is timely,
accurate and complete.



THE DEPARTMENT of FINANCE BUDGET UNITS

The Budget process is one of the most fundamental activities undertaken in the government arena. Without funding, policies and priorities cannot be implemented and public needs cannot be met.

Charged with budget responsibilities are staff of the following budget units:

- ◆ Health and Human Services
- ◆ Education
- ◆ Revenue Forecasting; Economic Projections; Business, Transportation, & Housing; Local Government; Trade and Commerce
- ◆ Resources; Environment; Energy; Capital Outlay
- ◆ Youth and Adult Correctional; Judicial; Justice; State and Consumer Services
- ◆ Employee Relations; Retirement Systems; Technology Investment Review
- ◆ Budget Planning and Preparation; Cash Management; Statewide Issues

These units work with the top management level of state government and with legislative staff and are responsible for the following activities.

GOVERNOR'S BUDGET

- ◆ Support the preparation, enactment, and administration of the State's budget (annual financial plan). The budget units serve as the Governor's professional staff with respect to the budget and must be aware of the policies of the Administration, legislative intent, and goals and issues of specific programs.
- ◆ Develop the Governor's Budget which must be submitted to the Legislature by January 10 of each year.
- ◆ During budget development, assist decision-makers in setting priorities among programs competing for scarce resources by analyzing Budget Change Proposals submitted by agencies and departments.
- ◆ Appear at legislative budget hearings and testify on behalf of the Governor's Budget.
- ◆ Make recommendations regarding potential vetoes of funds contained in the Budget Bill passed by the Legislature.

LEGISLATION

- ◆ Analyze bills introduced in the Legislature and make recommendations to the Governor's Office regarding positions for the Administration to take and bill amendments the Administration should propose.
- ◆ Through bill analyses, inform both the Governor, Legislature, and public of the fiscal and programmatic implications of the bills, including additional mandated costs to local governments.
- ◆ Draft legislation to implement the Governor's policies.
- ◆ Provide technical assistance to departmental legislative staff and Legislative Counsel.



CONTROL AGENCY ROLE

- ◆ Ensure the financial integrity of the State by monitoring revenues received and expenditures incurred by state departments to ensure compliance with law, policies, and approved standards.
- ◆ Administer and control approved expenditure plans contained in the annual Budget Act or elsewhere.
- ◆ Develop budget options which may become necessary in mid-year as a result of enactment of new laws, adoption of new regulations, increases or decreases in available resources, or Administration policy changes.
- ◆ Provide information and instruction to officers and employees of state agencies concerning budget and financial procedures.
- ◆ Approve departmental reorganizations.
- ◆ Maintain positive working relationships with all agencies and organizations which are affected by budget decisions.



POLICY AND BUDGET ISSUES

- ◆ Gather and analyze data regarding the operations of programs and propose reforms as needed.
- ◆ Provide objective analyses of unmet public needs and offer alternatives and recommendations for meeting those needs.
- ◆ Ensure that analyses (1) identify fundamental causes and distinguish between causes and symptoms, (2) develop logical conclusions and courses of action, (3) distinguish between what is essential and what is non-essential, and (4) generalize from limited information.





The Department of Finance is looking for people who:

- ◆ Want to influence and implement public policy and contribute to the public good.
- ◆ Practice a code of personal ethics.
- ◆ Possess strong analytical, interpersonal, and communication skills.
- ◆ Desire to be challenged.



DO YOU THINK YOU HAVE
WHAT IT TAKES TO BE ON THE
DEPARTMENT OF FINANCE
TEAM?



DEPARTMENT OF FINANCE
WEB SITE:
[HTTP://WWW.DOF.CA.GOV](http://www.dof.ca.gov)